

## 2015 Region 8 Works Council Action Plan

### GOAL 1: Advanced Manufacturing Pathway

*By the start of the 2015-16 academic year, Ivy Tech Community College – Bloomington, Hoosier Hills Career Center (HHCC) and North Lawrence Career Center (NLCC), serving students in Region 8, implement an advanced manufacturing pathway that offers students a chance to earn certifications and credits toward associates of applied science degrees qualifying them for high-demand manufacturing jobs in the region.*

<b>Action Steps</b> <i>What will be done?</i>	<b>Responsibilities</b> <i>Who will do it?</i>	<b>Timeline</b> <i>When will it be done?</i>	<b>Planning and Resources</b> A. Resources available B. Resources needed  (Financial, Human, Political, other)	<b>Measures of Implementation</b> A. How will we know we are making progress? B. What benchmarks will we use?	<b>Communications Plan</b> A. Who is involved? B. What methods are used? C. How often will we communicate?
<b>Step 1:</b> Obtain funding through CECI CTE Innovative Curriculum Round 2 Grant	Ivy Tech, with help from HHCC	2 Jan. 2015	A. Drafts from Round 1; Good working team  B. NA	A. Draft completed to Works Council by Nov. 15  B. Finalized and submitted to CECI by Jan. 2	A. Ivy Tech Bloomington, Works Council, HHCC, NLCC, Conexus, CELL, etc.  B. Email, phone, face-to-face meetings  C. As needed
<b>Step 2:</b> Work with Conexus to set up Freshman/Sophomore year of pathway	HHCC, NLCC, Conexus	Fall 2014	A. Conexus curriculum, Conexus trained HHCC teachers, industry partner for HHCC  B. Industry partner for NLCC	A. NLCC partner found, teachers trained  B. Students enrolled by Fall 2015	A. Conexus, HHCC, NLCC, Industry partners  B. Email, phone, face to face training  C. As needed
<b>Step 3:</b> Develop junior preparation program for MSSC safety and quality exams	Ivy Tech Bloomington; HHCC, NLCC; Industry Advisory Board	Develop/Implement by fall 2015	A. Ivy Tech Bloomington's ADMF 101 course; Industry partners already invited to advisory board  B. Need to hire developer/trainer; paid time for developer/trainer; payment to access current MSSC prep programs (too expensive for use with students); Request to state to count certificate exams as end of course assessments	A. 12 benchmarks: Development of lesson plans for each week of the 12 weeks of these modules  B. Students enrolled by Fall 2015	A. Ivy Tech, Industry Advisory Board, HHCC, NLCC  B. Four meetings, one at beginning, one at the midpoint, one near end of process, one at the end of implementation; emails/ phone for in progress questions  C. See B

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<b>Step 4:</b> Develop two classroom work based learning modules for juniors that include certifications	Ivy Tech Bloomington; HHCC and NLCC; Industry Advisory Board	Develop and implement spring 2016	A. List of potential certificates; industry partners already invited to advisory board  B. Need to hire developer/trainer; paid time for developer/trainer; industry partners to provide problems and work with students	A. 12 benchmarks: Development of lesson plans for each week of the 12 weeks of these modules  B. Students enrolled by Fall 2015	A. Ivy Tech, Industry Advisory Board, HHCC, NLCC  B. Four meetings, one at beginning, one at the midpoint, one near end of process, one at the end of implementation; emails/phone for in progress questions  C. See B
<b>Step 5:</b> Integrate internship and co-op program into last year of pathway for seniors	HHCC, NLCC, Industry Partners	2015-2016 school year	A. Existing internship and co-op programs  B. Advanced manufacturing positions for students	A. Students obtaining internships and co-ops  B. Number of students obtaining these positions	A. HHCC, NLCC, Industry Partners  B. Meet as needed to review student performance (phone, email, face-to-face meetings)  C. As needed

## 2015 Region 8 Works Council Action Plan

### GOAL 2: Partnerships

*The Region 8 Works Council will form, by March 2015, an advisory board of advanced manufacturing industry partners to support the developing advanced manufacturing pathway for Monroe and Lawrence Counties.*

<b>Action Steps</b> <i>What will be done?</i>	<b>Responsibilities</b> <i>Who will do it?</i>	<b>Timeline</b> <i>When will it be done?</i>	<b>Planning and Resources</b> A. Resources available B. Resources needed <i>(Financial, Human, Political, other)</i>	<b>Measures of Implementation</b> A. How will we know we are making progress? B. What benchmarks will we use?	<b>Communications Plan</b> A. Who is involved? B. What methods are used? C. How often will we communicate?
<b>Step 1:</b> <i>Invite and obtain commitment for 6-8 people minimum to join the board</i>	Kristy Fallon	Dec. 2014	A. 6-8 people	A. Members are appointed and have accepted their nomination	A. Kristy to invite participants via email  B. Email, phone  C. As needed to obtain commitment
<b>Step 2:</b> <i>Set up locations for meetings in Lawrence and Monroe Counties</i>	Kristy Fallon	Feb. 2015	A. Facility usage in each county	A. Meeting locations are available and suitable for board members.	A. CTE Centers  B. Phone, email  C. Monthly
<b>Step 3:</b> <i>Board advises Ivy Tech for curriculum development</i>	Board and Ivy Tech	Fall 2015 and spring 2016	A.  B. Developer (see Advanced Manufacturing Pathway goal)	A. 4 curriculum modules are developed according to industry needs  B. The minutes from each advisory board meeting; completion of modules	A. Developer/Trainer and Advisory Board  B. Phone, email  C. Four advisory board meetings in fall, 4 additional meetings in spring
<b>Step 4:</b> <i>Board creates a target industry list</i>	Board	Fall 2015 and spring 2016	A. None  B.	A. Target industry list is available	A. Advisory Board  B. Board meetings, email  C. Monthly

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<b>Step 5:</b> <i>Create partnerships between industry and education system to facilitate tours, connections, educational opportunities</i>	Board, HHCC, NLCC	Fall 2015 and spring 2016	A. B.	A. B.	A. Advisory Board B. Board meetings, email C. Monthly
<b>Step 6:</b> <i>Provide industry partners to work on projects with students in the classroom for two 6-week modules</i>	Board, HHCC, NLCC	Every spring semester, starting spring 2016	A. B. Industry based projects; 1 industry partner for every 5 CTE students	A. Projects provided, visits occurring B. Number of visits, number of projects	A. Advisory Board, CTE sites B. 3 classroom visits by each industry person for each module C. See B
<b>Step 7:</b> <i>Develop plan for expanding Advanced Manufacturing pathways to remaining counties in Region 8</i>	Board	Jan. 2016	A. B.	A. B.	A. Advisory Board B. Board meetings, email C. Monthly

## 2015 Region 8 Works Council Action Plan

### GOAL 3: STEM Infusion

*WisdomTools will, by the start of the 2015-2016 academic year, partner with co-ops to integrate STEM into existing CTE pathways.*

<b>Action Steps</b> <i>What will be done?</i>	<b>Responsibilities</b> <i>Who will do it?</i>	<b>Timeline</b> <i>When will it be done?</i>	<b>Planning and Resources</b> <i>A. Resources available B. Resources needed (Financial, Human, Political, other)</i>	<b>Measures of Implementation</b> <i>A. How will we know we are making progress? B. What benchmarks will we use?</i>	<b>Communications Plan</b> <i>A. Who is involved? B. What methods are used? C. How often will we communicate?</i>
<b>Step 1:</b> <i>Increase the number of teachers trained in STEM.</i>	WisdomTools	Summer 2015	A. Teachers, WisdomTools professional development staff B. Training space, materials	A. Review the number of teachers attending trainings in order to determine that progress is being made B. Compare teacher attendees to number of CTE teachers in each co-op	A. Co-op staff, teaching staff, WisdomTools professional development staff B. Email, phone calls, face-to-face C. Weekly until teachers are trained
<b>Step 2:</b> <i>Increase the number of new STEM lessons taught in the 4 target classes (communication, transportation, manufacturing, and construction)</i>	Teachers who are leading the 4 target classes	Summer/fall 2015	A. Teachers, WisdomTools B. Materials for activities	A. Progress will be determined by an increase in STEM lessons from the previous SY B. Compare 2015-2016 lesson plans to 2014-2015 lesson plans	A. Teaching Staff, WisdomTools professional development staff B. Email, phone calls C. Bi-weekly
<b>Step 3:</b> <i>Increase the number of students enrolled in the 4 target classes</i>	Partner co-ops	Fall/spring 2015-2016 academic year	A. Co-Op staff, teaching staff B. Marketing materials?	A. Progress as determined by an increase in student enrollment from the previous academic year B. Compare 2015-2016 enrollment in 4 target classes to 2014-2015 enrollment	A. Co-op Staff, teaching staff B. Email, phone calls C. Monthly

## 2015 Region 8 Works Council Action Plan

### GOAL 4: CTE Awareness

*By the start of the 2015-16 academic year, the Region 8 Works Council will increase CTE awareness across Region 8 among business partners, students and parents, and K-12 and postsecondary educators by building a comprehensive strategic marketing plan focused on region-specific industry needs and corresponding CTE pathways available in the school systems.*

<b>Action Steps</b> <i>What will be done?</i>	<b>Responsibilities</b> <i>Who will do it?</i>	<b>Timeline</b> <i>When will it be done?</i>	<b>Planning and Resources</b> <i>A. Resources available B. Resources needed (Financial, Human, Political, other)</i>	<b>Measures of Implementation</b> <i>A. How will we know we are making progress? B. What benchmarks will we use?</i>	<b>Communications Plan</b> <i>A. Who is involved? B. What methods are used? C. How often will we communicate?</i>
<b>Step 1:</b> <i>Video success stories</i>	Andrea Smith and POC's per Center/Co-op	Ongoing: Completion by June 2015	A. POC's, questionnaire, iMovie software B. 4 Cameras	A. The Success stories will be placed on websites at the center and state level and hits will be tracked B. Develop and implement Survey Monkey to be used in the fall of 2015.	A. Christi McBride, Amy Morwick, POC's, students, nominating teachers, CECI B. Email, student response edits and videotaping C. As needed per success story
<b>Step 2:</b> <i>Region 8 promotional materials specific to each Career Center</i>	Christi McBride, Amy Morwick, POC's, Chris Berry-MCP	Ongoing: Completion by June 2015	A. Center/Co-op websites B. Promotional items selected per center provided by CTE awareness grant/matching funds	A. Website tracking, attendance at CTE awareness events B. Establishing baseline	A. Christi McBride, Amy Morwick, POC's, Chris Berry B. Email, monthly meetings, promotional item meetings C. As needed
<b>Step 3:</b> <i>Region-wide billboard campaign</i>	LAMAR, Christi McBride, Amy Morwick, POC's	3 Phases: November/ December 2014, February/ March 2015, May 2015	A. Contract accepted per MCCSC October board meeting B. Photos, logos, input from POC's	A. Traffic data per board location B. Establishing baseline	A. Christi McBride, Amy Morwick, POC's, LAMAR B. Email, face-to-face contact C. As needed

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<b>Step 4:</b> <i>Reproducible tear sheets for career pathways</i>	Christi McBride, Amy Morwick, POC's, Chris Berry-MCP	Ongoing: Completion by June 2015	A. IDOE Career Pathway info, location specific photos and dual credit information  B. Design template specific information, initial funding CTE Awareness Grant	A. Track usage, reprinting of tear sheets  B. Enrollment numbers and communication with students, counselors and parents	A. Christi McBride, Amy Morwick, POC's, Chris Berry  B. Email, proofing meetings, face- to-face meetings  C. As needed for production
<b>Step 5:</b> <i>Educator CTE Summit targeted to both middle school and high school</i>	Kim Fraizer (Coordinator), Christi McBride, and Amy Morwick,	Spring 2015	A. Westgate Conference Center, presenters from education and industry  B. Agenda/content of summit, set date, marketing, food	A. Attendance, partnerships developed, enrollments at CTE center/co-op  B. Establishing baseline data from this initial event	A. IYI, Tina Peterson, industry partners, student/teacher presenters  B. Meetings, email, list-serve marketing  C. As needed for planning and implementation
<b>Step 6:</b> <i>Educator/Student tours of industry (Secondary project)</i>	Christi McBride and Amy Morwick	Ongoing: Completion by June 2015	A. Stipends and/or substitute teacher reimbursement from grant  B. None	A. Enrollment numbers, number of teachers/students toured  B. Survey	A. Industry partners and educators, school liaisons  B. Face-to-face communication, tear sheets, building tour, student communication  C. As needed

## 2015 Region 8 Works Council Action Plan

### GOAL 5: Industry-focused Career Guidance and Counseling Services Linked to Career and Technical Education

*The Region 8 Works Council will develop, by March 2015, an initiative to educate school counselors in Region 8 that CTE pathways area viable "Option A" for high school students.*

<b>Action Steps</b> <i>What will be done?</i>	<b>Responsibilities</b> <i>Who will do it?</i>	<b>Timeline</b> <i>When will it be done?</i>	<b>Planning and Resources</b> <i>A. Resources available B. Resources needed (Financial, Human, Political, other)</i>	<b>Measures of Implementation</b> <i>A. How will we know we are making progress? B. What benchmarks will we use?</i>	<b>Communications Plan</b> <i>A. Who is involved? B. What methods are used? C. How often will we communicate?</i>
<b>Step 1:</b> <i>Develop position description for "Coordinator of Counselor Activities" for Region 8</i>	R8 Works Council R8 CTE Directors	Jan. 2015	A. CTE center counselors, CTE co-op and career center directors, Region 8 Works Council representatives, industry representatives  B. Funding plan for stipend for coordinator position	A. Written job description posting B. Posting /applications	A. CTE center counselors, CTE co-op and career center directors, Region 8 Works Council representatives, industry representatives  B. Email C. Weekly then monthly
<b>Step 2:</b> <i>Regional meetings to introduce initiative to school counselor in CTE Districts</i>	R8 CTE center counselors, CTE co-op and career center directors, high school principals, R8 Works Council representative, industry representative	Feb./March 2015	A. Center/co-op list of high school counselors  B. Meeting locations in each CTE career center/co-op district  Funding for meeting snacks refreshments  Buy in from high school counselors with 1 or more counselors from R8 high schools willing to serve as liaisons	A. Counselor attendance at regional meetings  B. One or more counselors from R8 high schools in attendance at meetings	A. CTE center counselors, CTE co-op and career center directors, high school principals  B. Email, regional meetings C. As needed



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<b>Step 3:</b> <i>Counselors named</i>	CTE district directors, superintendents, high school principals, Works Council	March 2015	A. Superintendents CTE district directors, employer council B. Consultant dollars	A. Core counselor group identified from high schools/career centers B. Counselors' agreement to serve	A. Works Council, CTE district directors, high school principals and counselor coordinator, counselors B. Email, face-to-face contact C. As needed
<b>Step 4:</b> <i>Counselor employer visits</i>	Employer council consultant	March/April 2015	A. Employer Council/Works Council B. Funding for Counselor travel	A. Counselor attendance B. Three visits in each CTE district	A. Works Council, CTE districts, superintendents, counselor coordinator, consultant B. Email, meetings, face-to-face visits C. As needed
<b>Step 5:</b> <i>Determine specific education needs</i>	Employer council consultant, Works Council	April 2015	A. Employer council, PLTW, Conexus, Vincennes University, Ivy Tech B. Agenda/content of summit, set date, marketing, food	A. Recommendation complete B. Establishing baseline data from this initial event	A. Works Council, CTE districts counselor coordinator, consultants B. Meetings, email C. As needed for planning and implementation
<b>Step 6:</b> <i>Implement recommendations</i>	Employer council consultant, Works Council,	Fall 2015	A. Conexus, Ivy Tech, Vincennes University, PLTW B. Consultant pay	A. Number of "education classes" determined and attendance undetermined B. Attendance	A. Works Council, CTE districts, superintendents counselor coordinator, consultants B. Face-to-face, email communication C. As needed